

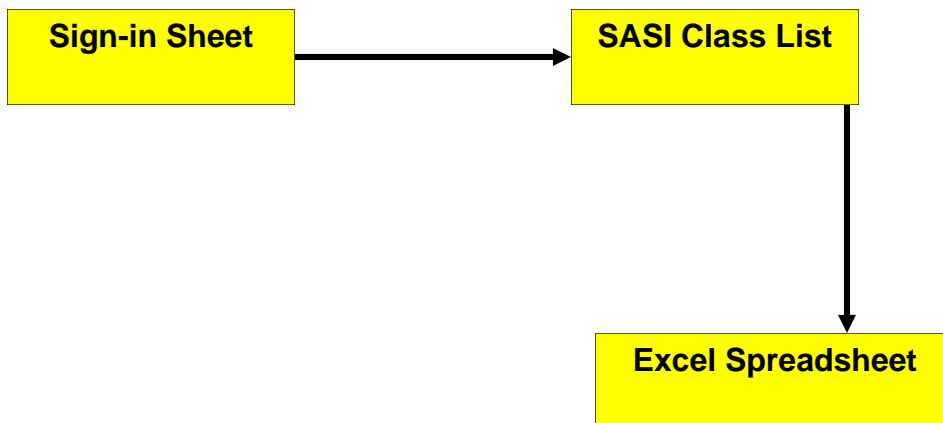
Parent Involvement Tracking Kit

The following kit is a way to begin tracking parent involvement at your school. The majority of the tools were developed by staff at Alice Maxwell Elementary School and added to by the Evaluators for the Parent Information & Resource Center Grant under the Education Collaborative.

The data collected can be used to refine parent involvement practices at your school site, share best practices amongst teacher for encouraging parents to attend family learning nights and target specific families to attend upcoming events.

The following examples are merely samples and do not represent true data from a school. Student names and information have been blocked to protect the privacy of our students.

The basic outline of the flow of data is as follows:



We hope this information is helpful in analyzing your parent involvement activities and streamlining efforts to encourage parents to participate in your learning nights.

Event Name:

Date: _____

[illegible]

01/18/05
13:09

ELEMENTARY
SPECIAL CLASS LISTS

Section: 0010

Period: 00 Course: FIRST GRADE

Student Name

Student ID Gen Grd Birthdate

Comments

| Back to School | | Math Night | | Book Fair | | Reading Night | | Conference | STU43 |
|----------------|--|------------|--|-----------|--|---------------|--|------------|-------|
| | | | | | | | | HILL | Page |
| | | | | | | | | total | 1 |
| | | | | | | | | 2 | |
| | | | | | | | | 3 | |
| | | | | | | | | 1 | |
| | | | | | | | | 4 | |
| | | | | | | | | 0 | |
| | | | | | | | | 5 | |
| | | | | | | | | 2 | |
| | | | | | | | | 1 | |
| | | | | | | | | 3 | |
| | | | | | | | | 2 | |
| | | | | | | | | 3 | |
| | | | | | | | | 2 | |
| | | | | | | | | 2 | |
| | | | | | | | | 1 | |
| | | | | | | | | 3 | |
| | | | | | | | | 3 | |
| | | | | | | | | 3 | |

Sample Tally Sheet

- Using Sign In Sheets from events, mark families attendance at events
- To print class lists from SasiXP
 - Student Menu
 - Student pull down
 - Special Class List (STU 43)
 - Enter section numbers for specific class lists. or just click print for school wide by class

Date:_____ **to Date:**_____



Instructions for Excel Spreadsheet 'Attendance by Event'

- Type in each teacher's name in the left-hand column. Use one "cell" per teacher.

[illegible]

- Type in the number of students enrolled in each teacher’s class in the “cell” next to the teacher’s name.

[illegible]

- Type in the grade of each teacher's class in the "cell" to the right of the enroll column.

[illegible]

When you are finished it should look like this....

| Teacher's Name | Enroll | Grade | Type Event Name Here | Type Event Name Here | Type Event Name Here | Type Event Name Here |
|-----------------|--------|-------|----------------------|----------------------|----------------------|----------------------|
| James, Patricia | 32 | 5 | | | | |
| King, George | 23 | 4 | | | | |
| Kline, Patsy | 16 | K | | | | |

Parent Contacts

Date: ____/____/____ Contact was initiated by: PIF –or- Parent

Contact was: Phone call Home visit School Other: _____

Contact Code: _____ Comments: _____

Parent Contacts

Please use the following codes for each parent contact made:

| Code | Question Categories |
|------|---------------------------------------|
| AQ | Academic questions |
| RC | Report Card |
| NM | “New” Math |
| T | Testing |
| DB | Discipline/behavior of child |
| SPP | School policies and procedures |
| DPP | District policies and procedures |
| NCLB | No Child Left Behind |
| AYP | Adequate Yearly Progress |
| TAYP | Testing--Related to AYP |
| SC | School Choice |
| SES | Supplemental Educational Services |
| RP | Resources for Parents |
| AT | Access to technology |
| BFN | Basic family needs (clothes, shelter) |
| ESL | ESL Classes |
| CC | Child Care |
| Vol | Volunteering at school |
| O | Other: |

- Click on the first gray “cell” that currently says “Type Event Name Here.” Simply Type the name of your first event. For example: Family Reading Night, Math Games, etc.

When you are finished it should look similar to this....

| Teacher's Name | Enroll | Grade | Family Reading Night | Math Games | Type Event Name Here | Type Event Name Here |
|-----------------|--------|-------|----------------------|------------|----------------------|----------------------|
| James, Patricia | 32 | 5 | | | | |
| King, George | 23 | 4 | | | | |
| Kline, Patsy | 16 | K | | | | |

Definition of Events:

Only track events that directly affect academics!! For example.....do not track events such as a Multicultural Night with food, music and entertainment, or other similar events that are simply parties.

Track the events that help parents to help their children learn at home. Examples of such events are: Math Games, Family Literacy, Poetry Night, Science Fair. You can also track events that bring parents to the school to meet their child's teacher and create better communication between home and school. Examples of such events are: Moms and Muffins or Dads and Donuts. ***If you are not sure whether or not you should track an event, track it anyway!***

- Enter the total number of students that attended the event from your Class list (printed out from SASI) into the Excel Spreadsheet. If no one from that class attended the event, enter a 0.

When you are finished it should look similar to this....

| Teacher's Name | Enroll | Grade | Family Reading Night | Math Games | Type Event Name Here | Type Event Name Here |
|-----------------|--------|-------|----------------------|------------|----------------------|----------------------|
| James, Patricia | 32 | 5 | 20 | | | |
| King, George | 23 | 4 | 3 | | | |
| Kline, Patsy | 16 | K | 0 | | | |

- Continue to do this after each event. The total number of students in the last column of the spreadsheet and the last row will automatically update as you enter these numbers.
- If you have an event that only affects certain grades, such as a 3rd grade reading night, you should take that into consideration when analyzing the attendance totals.

Please contact D'Lisa at 353-5533 or dcrain@washoe.k12.nv.us for assistance with the Excel spreadsheet.

Now that I have this data recorded. What should I do with it?

There are many ways to look at the information you've collected. Here are just a few of things you might do with your spreadsheet to help improve parent involvement at your school.

- Look at the totals on the far right hand side of the spreadsheet. Which teachers had the highest percentage of families attend the event? Which teachers didn't have any families attend the event?
 - Talk to the teachers that had high attendance. What did they do to encourage their families or students to attend?
 - Share these successful ideas with the rest of your staff at a staff meeting or by personally talking to all teachers.
 - Post a sign in the teacher's lounge or have a contest amongst teachers to see who has the highest attendance at the next school wide event. Include some ideas on the sign of how to encourage attendance at the next event.
- Look at the totals at the bottom of your spreadsheet. Which events were successful? Which events had low attendance?
 - Ask yourself these questions when planning the next school event or the same event next school year.
 - Did I advertise the event more than once? (i.e. newsletter and separate flyer)
 - Were personal invitations extended to parents or did you make phone calls.
 - Was the flyer sent home in language that is easy to understand (i.e. literacy levels, translation)?
 - Did the flyer make the event sound like it would be fun or just another 'learning night'? For example: Did you use the words fun, food, prizes, etc. or was it written in a letter format.
 - Was it at a good time?
 - Did you provide food?

If your attendance was high, congratulations! Keep doing more of the same. If your attendance was low, maybe some of the questions above will help you to find the key to high attendance at your school.

- Use the information in your class sheets to target specific families.
 - Is there a family that attends a majority of the events? Ask them what motivates them to come?
 - Is there a family that didn't attend events and now comes regularly? Talk to them about what changed.
 - Is there a family that hasn't come at all? Make a personal phone call to invite them or have a conversation about some of the barriers they might be facing (i.e. transportation, time of event, childcare, etc.)
- Use the information in your class sheets to remind families of your incentive program (see example letter) or simply send a letter home thanking the family for attending the event.